

8 December 1978

MEMORANDUM FOR: Chief, Management and Assessment Staff, DDA

VIA: Assistant for Information, DDA

25X1 FROM:
AI ADP Control Officer/Communications Requirements Coordinator

SUBJECT: AI Communications Requirements for FY 1981-1985

1. This memorandum is to respond to Office of Communications request for FY 1981 through FY 1985 requirements. The FY 1981 requirement is a specific request for communications services for an existing program. The requirements for the FY 1982-FY 1985 address predictable but as yet unmeasured demands for services. We expect that the outcome of the Information Handling goal (one of the DDA goals in the Agency Goals Management Program) will submit subsequent and more refined communications requirements.

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2. FY 1981. Secure data communications link with Agency Archives and Records Center to support four ODP standard soft-copy terminals and one ODP standard RJE facility (Hetra). ISAS presently is developing a computer data base to support the records management activities at (The requirement for two Delta Datas and a Hetra RJE to support this system was sent to ODP in February 1978.)

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3. FY 1982-1985. In the mid-80's we see the advent of the automated office. The technologies of communications, data processing, and text processing will be applied to meet the office's information handling requirements. These requirements include file systems, electronic mail, information security, records management, and word processing. In particular:

a. Registries will need to communicate digitized memorandums, background papers, etc., to other registries.

b. Registries will need to communicate with their electronic file storage, which will be handled by either a distributed system or the central data processing facility.

c. Word processing facilities will need to communicate with other word processors and registries.

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d. Incoming messages, mail, cables, etc., received electrically will need to be disseminated and distributed electrically to the recipients.

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e. Registries will need to send and receive facsimiles of documents. ☐

4. All the communications necessary to support the automated office environment must be available 95% during normal working hours. Portions of the "network" must be available during off hours. The 5% "not available" must be planned for and emergency procedures be developed. Error rates cannot exceed ^{10%} 2%. Retransmission on demand must be available. ☐

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5. We foresee the Executive Registry; each directorate, office, and sub-component registry; and Agency Archives linked by electrical communications. Word processors in a given component will be communicating with their respective registry. ☐

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